

**How to complete the SF 1164, Claim for Reimbursement for Expenditures on  
Official Business**

Use the Standard Form 1164 to submit a claim for reimbursement for textbooks and/or local travel in excess of your normal commute to and from work (in accordance with JTR). Reimbursement requests for books, mileage and parking should be submitted as follows:

- Books and periodicals on one SF 1164
- Mileage and parking on one SF 1164

**Block**

- 4. a. Name** Student's last name, first, middle initial  
**b. Social Security Number** Enter your nine digit number  
**c. Mailing Address** Enter your home mailing address  
**d. Office telephone number**

**6. Expenditures**

- Annotate item code "A" for local travel mileage and parking. Mileage claims may be submitted on a monthly basis or at the end of the semester. Parking fees payable on a semester basis are reimbursable when the expense is incurred. Daily parking fees may be reimbursed on a monthly basis or at the end of the semester. Parking expenses should be itemized and copies of receipts submitted with claim.
- Annotate item code "C" for the cost of textbooks. In Block 6c clearly identify textbooks purchased for each specific course. List textbooks separately by title and author. List tax and shipping/handling as separate line items. Include paid receipts for books, tax, shipping and handling. Submission of book order confirmation documents in lieu of paid receipts are not acceptable.

**7. Amount claimed** Enter total amount

**10. Signature block** Sign and date

**Fax completed SF 1164 with a copy of the original receipt/shipping invoice for books or parking to DLAMP at (703) 696-9581**